



Mobile Workforce Workgroup Draft Minutes

September 27, 2006

9:00 a.m. – 11:00 a.m.

VITA Headquarters – Chesapeake Conference Room
110 S. Seventh St, Richmond, VA 23219

Members Present

Farley Beaton, Chairman (VRS)
Jerry Allgeier (VDACS) – via phone
Jeanne Branch (DPOR)

Darlene Quackenbush (JMU) – via phone
Bob Smith (Courts)
Mark Willis (VCU)

Members Absent

Bethann Canada (DOE)

Linda Foster (TAX)

Others Present

Mike Hammel, Staff (VITA)
Karen Jackson (SoTech) – via phone
Pat Paquette (DHP)

Anil Purmasir (VRS)
Rich Rogness (VRS)
Deardrian Scott (VRS)

Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:10 a.m.

Approval of the Minutes

Farley asked if there were any changes or corrections to the minutes from the September 13, 2006 meeting. There being none, the minutes were approved as presented.

Telework Case Study - DHP

Mike Hammel introduced Pat Paquette, CIO at the Department of Health Professionals. DHP has an active and successful telework program and Pat was kind enough to come and share her experiences. In addition to the handouts she provided, following are some of her comments:

- As they advertise for new positions, the younger applicants are very interested in teleworking and arrive with expectations that they will be able to do so.
- Reviewed 5 types of teleworkers:
 - 1) Alternate work location (full time teleworker). Includes inspectors, investigators; on the road all the time (50-60 participants). Moved data from laptops to USB flash drives, but had problems with damage and such. Now switching to encryption software.
 - 2) Hotelling (part time teleworker). Enabled DHP to add 75 people with no increase in facilities. Some resistance. Some employees threatened legal action but since the requirement to telework was business based the agency prevailed. Some

employees loved it. Pat said they had to be flexible and treat each situation separately. There is no "one-size-fits-all solution". Pat suggested that we consider working with Northrop Grumman to develop a PC (laptop) configuration tailored for Teleworking, especially in light of EO 35.

- 3) Executives and others with after hour responsibilities
- 4) Short-term work assignment (e.g. illness recovery)
- 5) COOP Emergency Response Team

Farley asked if they used the DHRM telework agreement (in addition to their own). Pat said that they do today but plan to change in the near future and just use DHP's. Farley also asked about work hour expectations. Pat said that teleworkers document their work hours in the work agreement but can adjust as needed with the agreement of their supervisor.

Workgroup Work Plan

Farley reviewed the work plan and highlighted some agenda items for the next meeting.

Business Drivers

Mark Willis reviewed the Business Drivers document he developed (a work plan deliverable). Everyone agreed that it was an excellent and concise summary of government telework business drivers. No changes were suggested.

Telework/Telecommute Definitions

Farley led a discussion reviewing Linda Foster's revised telework definitions. There were a number of comments and ideas on how to improve them. Farley volunteered to prepare a revision and redistribute to the workgroup for approval at the next meeting.

Meeting Schedule

The next meetings are scheduled for October 11th, 25th, November 8th, 22nd, and December 6th, 20th.

New Business & Public Comment

Mr. Beaton asked if any Workgroup members had new business to bring to the Council. There was none.

Farley asked for public comment. There was none.

Adjournment

There being no further business, Farley adjourned the meeting at 11:00 AM.